



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT DIVISION ROAD SUPERINTENDENT

Class No. 005999

■ CLASSIFICATION PURPOSE

To assist the Division Road Superintendent in directing crews engaged in performing road and related construction and maintenance work within an assigned geographical area; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Assistant Division Road Superintendent (Asst DRS) is a management class responsible for the coordination, allocation and supervision of several crews within an assigned geographical area performing a wide variety of road repair, maintenance, and construction activities. This class is distinguished from the next higher class, Division Road Superintendent, in that the latter is responsible for the overall administration of all aspects of road maintenance for a regional division. Assistant Division Road Superintendent is distinguished from the next lower class, Road Crew Supervisor, in that the latter is a first-line supervisor over a road crew.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans and assigns work to road crew supervisors who maintain all county roads.
2. Coordinates and determines priority of work to be done.
3. Provides technical assistance to field personnel performing road and flood control maintenance and construction activities.
4. Provides technical expertise on the department's policies, procedures, practices, standards and positions, and on matters regarding road and flood control maintenance and construction activities.
5. Inspects and reviews work in progress.
6. Estimates needs, and requisitions supplies, materials, tools, and equipment.
7. Selects and transfers employees and equipment from one crew to another.
8. Inspects roads to ascertain needed repairs.
9. Estimates cost of road construction and road maintenance projects.
10. Instruct road maintenance personnel in the proper and safe methods of constructing and repairing roads.
11. Investigates complaints of hazardous or poor road conditions.
12. Prepares budget recommendations.
13. Makes emergency arrangements for traffic.
14. Prepares and submits reports.
15. Coordinates and directs projects that are financed per county service area procedures.
16. Directs the cleaning and maintenance of flood control drainage channels.
17. Directs and coordinates road maintenance and snow removal for other governmental agencies.

18. Coordinates and directs responses to natural disasters affecting the county roadways.
19. Directs various maintenance and construction projects that are requested by other County agencies.
20. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
21. Performs the duties of the Division Road Superintendent in his/her absence.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods used to maintain, repair, and construct, streets and roads.
- Budget procedures and preparation.
- Departmental policies and procedures.
- Civil service personnel policies and procedures.
- Roadwork hazards and safety methods.
- Use of construction materials and equipment.
- Storm water and environmental regulations.
- County customer service objectives and strategies.
- The principles and procedures of supervision and management.
- Road equipment maintenance.
- Flood control maintenance.
- Snow removal procedures .

Skills and Abilities to:

- Supervise, manage and prioritize the work of multiple crews in road maintenance/construction work.
- Utilize electronic communication, data collection and monitoring systems .
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Two (2) years of experience supervising road crews, or equivalent, with the County of San Diego, with experience supervising a crew of four (4) or more persons engaged in road construction, road maintenance, or road repair.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward movement of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Job assignment requires travel throughout the county inspecting roads, and is subject to emergency calls on a 24-hour basis.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: May 6, 1965
Revised: March 24, 2000
Revised: Spring 2003
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